

**SECRET**NPIC/TSG/RED-249/70  
12 October 1970

MEMORANDUM FOR: Chief, Technical Services Group, NPIC

SUBJECT : Research & Engineering Division  
Travel Situation

1. RED originally requested, and justified in detail, a travel budget of [ ] for FY-71. In July, this figure was reduced to [ ] by C/TSG. In August, it was further reduced to [ ] by PPS/TSG. During the months of July and August, RED was unknowingly spending against an assumed budget which was [ ] higher than actual, or [ ] per month vice the [ ] ultimately allocated--we obviously overran. RED has attempted to adjust its travel to the new budget and has cancelled numerous trips and conferences, shifted monitoring trips from a one-month to a two-month cycle, and attempted to avoid dual travel except where absolutely essential. Toward this end, a detailed projection of all Division travel through November was made and then drastically scaled down to meet the new budgetary restrictions. There is no "fat" in this projection and no latitude for changing circumstances or for emergencies--some of which have already occurred. It is now readily apparent that RED cannot continue to adequately carry out its responsibilities within the limitation of this budget. In coming to this conclusion, the following factors must be considered:

- a. We currently have an unusually high--related to our past history--number of west coast contracts, with more contemplated. This greatly escalates travel costs--by a factor of about 5-to-2 over equivalent east coast contracts.
- b. We have increased our staff. [ ] are both recent arrivals. [ ] is scheduled to report for permanent duty in March. This represents a 10% increase in the people who travel.
- c. A new acquisition system is nearing completion and this necessitates extensive travel by [ ] the majority of it to the west coast. We had originally anticipated that this activity would "slack off" during the third and fourth quarters; however, delays to the system would now appear to minimize any savings in this area. We cannot prudently cancel his attendance at these program review meetings; the risk of lost or misunderstood communications is too real and the penalty we would pay is too great.

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d. We currently have three major programs in critical stages and nearing completion; i.e., the High Precision Stereocomparator [ ] the Target Indexing Device [ ] and the production contract on the 1540 Light Table [ ]. Two of these are in Los Angeles and one in San Francisco. Intensified travel related to these contracts has been mandatory. In some cases, dual travel has been essential.

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e. The original [ ] figure was, in itself, a reduction we agreed to absorb during discussions between C/RED and PPBS.

2. RED's current tight budget does not include:

a. Two additional trips to [ ] for [ ]. We are attempting to run two previously planned trips end-to-end over a weekend to save travel, but this will obviously increase per diem and car rental. [ ]

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b. A third trip to [ ] this trip results from problems and delays in the Target Indexing Device. [ ]

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c. An additional trip may be required to [ ] necessitated by delays to the High Precision Stereocomparator. Mr. [ ] will try to absorb this by monitoring Mr. [ ] contract, if there is no other alternative; however, this is an undesirable procedure. [ ]

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d. A second trip will be needed to [ ] resulting from problems in meeting their schedule on the first prototype; increased monitoring is called for. [ ]

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e. We may require an additional trip to Patrick AFB for [ ] to work on some operational image manipulation problems if security problems can be overcome. [ ]

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These are examples of problems we can predict; others we cannot. At their worst, these trips could add an additional [ ] expenditure budgeted through November.

3. RED will continue to project its travel against the [ ] figure and live within it to the extent possible; but we will have to continue to forward certain highly essential travel above those levels, or shirk our responsibilities regarding the judicious management of the R&D effort.

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